

## **SECTION 3 – TECHNICAL SPECIFICATIONS**

### **3.1 BACKGROUND**

The Miami-Dade County Head Start/Early Head Start and Partners for Better Outcomes programs (HS/EHS and PBO), under the auspices of the Miami-Dade County Community Action and Human Services Department (CAHSD) serve over 7,000 children, ages birth to five-years and their families. The HS/EHS and PBO programs are inclusive of children with special needs who often require additional, specialized services. A unique aspect of the HS/EHS and PBO programs is the focus on training and technical assistance. Each year the Federal government provides a special fund, equivalent to two percent (2%) of the total grant, specifically for training and technical assistance, in order to assure programs meet high standards and specific goals. The programmatic goals are as follows: to foster a culture of life-long learning; to promote a vision of wellness that encompasses healthy and safe environments for all individuals; and to become a leader in technological innovation and efficiency.

### **3.2 INTRODUCTION**

Pre-qualified Contractors will be invited to participate in projects on an as-needed basis. Head Start/Early Head Start and the PBO Programs and Related Services Pool services include twelve (12) groups: 1) Health, Nutrition, and Health Safety Training; 2) Early Childhood Mental Health Training; 3) Facility Safety Training; 4) Fiscal Training; 5) Professional and Administrative Development; 6) Education and Special Needs Training; 7) Family Engagement and Social Services Training; 8) Keynote Speakers; 9) Organizational Analysis and Support Services; 10) Museum and Cultural Arts Services; 11) Diagnostic and Therapeutic Services; and 12) Continuing Education and Certification Services.

### **3.3 SCOPE OF WORK/SERVICES TO BE PROVIDED**

The County seeks to create a pool of pre-qualified Contractors with Head Start/Early Head Start and PBO Program related training and services expertise in the following categories:

#### **1. Health, Nutrition, and Health Safety Training**

- Workshops (1.5 or 3 hours) at a Pre-Service or In-Service Conference for 75-100 individuals as it relates to healthy practices, nutrition and safety.
- Training in small focused workgroups (30-50 individuals) as it relates to healthy practices, nutrition and safety.
- Technical assistance, including coaching and mentoring as it relates to healthy practices, nutrition and safety to staff.
- Informational sessions with parents and staff as it relates to healthy practices, nutrition, and safety.

#### **2. Early Childhood Mental Health Training**

- Workshops (1.5 or 3 hours) at a Pre-Service or In-service Conference for 75-100 individuals as it relates to early childhood mental health.
- Training in small focused workgroups as relates to early childhood mental health.
- Technical assistance, including one-on-one coaching and mentoring (observation, feedback, modeling, evaluation) as it relates to early childhood mental health.
- Informational sessions with parents and staff as it relates to early childhood mental health.

**3. Facility Safety**

- Workshops (1.5 or 3 hours) at a Pre-Service or In-service Conference for 75-100 individuals as it relates to safe facilities (both indoor and outdoor).
- Training in small focused workgroups as it relates to safe facilities (both indoor and outdoor).
- Technical assistance, including one-on-one coaching and mentoring (observation, feedback, modeling, evaluation) as it relates to safe facilities both indoor and outdoor.
- Informational sessions with parents as it relates to safe facilities both indoor and outdoor.
- Informational sessions with staff as it relates to safe facilities both indoor and outdoor.

**4. Fiscal Training**

- Workshops (1.5 or 3 hours) at a Pre-Service or In-service Conference for 75-100 individuals as it relates to fiscal topics.
- Training in small focused workgroups as it relates to fiscal topics.
- Technical assistance, including one-on-one coaching and mentoring (observation, feedback, modeling, evaluation) as it relates to fiscal topics.
- Informational sessions with parents and staff as it relates to fiscal topics.

**5. Professional and Administrative Development**

- Workshops (1.5 or 3 hours) at a Pre-Service or In-service Conference for 75-100 individuals as it relates to professional and administrative development.
- Training in small focused workgroups (30 – 50 individuals) as it relates to professional and administrative development.
- Technical assistance, including one-on-one coaching and mentoring (observation, feedback, modeling, evaluation) as it relates to professional and administrative development.
- Informational sessions with parents and staff as it relates to professional and administrative development.

**6. Education and Special Needs Training**

- Workshops (1.5 or 3 hours) at a Pre-Service or In-service Conference for 75-100 individuals as it relates to education and special needs.
- Training in small focused workgroups (30 – 50) individuals as it relates to education and special needs.
- Technical assistance, including one-on-one coaching and mentoring (observation, feedback, modeling, evaluation) as it relates to education and special needs.
- Informational sessions with parents as it relates to education and special needs.
- Informational sessions with staff.

**7. Family Engagement and Social Services Training**

- Intensive workshops (1.5 or 3 hours) at a Pre-Service or In-service Conference for 75-100 individuals as it relates to family engagement and social services training.
- Training in small focused workgroups as it relates to family engagement and social services training.
- Technical assistance, including one-on-one coaching and mentoring (observation, feedback, modeling, evaluation) as it relates to family engagement and social services training.
- Informational sessions with parents and staff as it relates to family engagement and social services training.

**8. Keynote Speakers**

The Contractor shall be able to provide keynote session(s) for up to 1,500 individuals that are relevant to multi-generational anti-poverty programs, or organizational and professional motivation.

**9. Organizational Analysis and Support Services**

The Contractor shall be able to provide analysis and technical assistance as it relates to Heads Start/Early Head Start organizational structure and management systems. Training and technical assistance includes:

- Observation and review of documents – to include interviews with staff
- Providing guidance and feedback in the form of a program improvement plan
- Providing information on best practices in large organizations that are similar to Head Start/Early Head Start
- Providing a written report that details the strengths and challenges of the grantee, to include written recommendations
- Provide follow-up training and technical assistance to ensure appropriate implementation of the recommendations

**10. Museum and Cultural Arts Services**

The Contractor shall be able to provide educational, interactive and stimulating workshops designed for children ages birth to five-years, and inclusive of families.

**11. Diagnostic and Therapeutic Services**

The Contractor shall be able to provide diagnostic and/or therapeutic services to children ages birth to five-years old to include, but not limited to, speech and language therapy, physical therapy, social and emotional therapy, and/or occupational therapy.

**12. Continuing Education and Certification Services**

The Contractor shall be able to provide a tiered system of training and or certification for the Child Development Associate (CDA) accreditation that has a pathway to higher education such as A.A, A.S. or BA, with college-coursework attached, and other College or University coursework or curriculum (include college bearing credit and/or CEUs).